



# DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

NASOCEANAINST 1320.4D IN REPLY REFER TO:  
11

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## NAS OCEANA INSTRUCTION 1320.4D

Subj: TEMPORARY ADDITIONAL DUTY (TEMADD) ORDERS AND TRAVEL  
AUTHORIZATION FOR MILITARY PERSONNEL

Ref: (a) Joint Federal Travel Regulations (JFTR) Volume 1  
(b) DoD Financial Management Regulations, Volume 9,  
Chapter 3  
(c) Under Secretary of Defense memo of 23 Apr 03

Encl: (1) Request for Temporary Additional Duty (TEMADD)  
(2) Job Order Description and Number

1. Purpose: To promulgate policy and procedures as set forth in reference (a), (b) and (c) pertaining to TEMADD travel authorizations for military personnel at Naval Air Station (NAS) Oceana, Air Detachment Norfolk and Dam Neck Annex.

2. Cancellation. NASOCEANAINST 1320.4C. Because of numerous revisions, paragraph markings have been omitted.

### 3. Definitions

a. TEMADD Orders. Orders that assign personnel to temporary duty in addition to regularly assigned duties and direct their return upon completion.

b. Permissive Travel/No Cost Orders. Orders that authorize personnel to perform travel at no expense to the government. The respective department shall prepare this type of travel orders when the benefits to the Navy are not sufficient to warrant expenditure of government funds.

c. Group Travel Orders. Orders issued when three or more members (either officer, enlisted or a combination of both) are traveling via government conveyance or Government Transportation Request (GTR) on the same date from the same point of origin to the same destination.

d. Card Holder. Personnel who travel three or more times a year that possess a contractor issued Government Travel Charge Card (GTCC) for use while performing official government travel.

e. Non-Card Holder. Personnel that are exempt from the mandatory use of the travel charge card.

### 4. Travel Requests

a. Departmental requests for funded TEMADD orders or travel authorization shall be submitted to the TEMADD Clerk (Code 11),

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via the Department Head, using enclosure (1). The appropriate Job Order Number (JON), listed in enclosure (2), applicable to the traveler shall be indicated on the travel request. TEMADD requests should be submitted as soon as appointed travel or training is known.

b. Confirmation of training quotas shall be completed at the departmental level before sending personnel to school. If a school quota requires a tuition/course fee, the responsible department shall prepare a DD Form 1556 (Authorization, Agreement, Certification of Training and Reimbursement), with the Department Head's signature as the Approving Official, attached to the TEMADD request prior to forwarding to the TEMADD Clerk. When more than one person is attending a course at the same time, a single DD Form 1556 shall be prepared with the names of attendees listed on NCPC 12410/63 (Continuation Sheet, Request, Authorization, Agreement, Certification and Reimbursement). Sole source justification must be attached if the cost of the training is more than \$2,500.00.

c. Normally, only one command representative should attend any conference, symposium or convention deemed to be operational or mission essential.

d. If TEMADD requires access to classified information, this fact must be indicated on the request. TEMADD requests shall contain certification that the prospective traveler possesses the required clearance level. Required clearance information includes type of clearance, basis for the clearance and date the clearance was granted. Security clearance information may be verified with the Command Security Manager at 433-2833/2965.

## 5. Transportation and Billeting

a. Travelers shall arrange commercial transportation, rental car (if authorized), government or commercial lodging through the government-contracted Commercial Transportation Office (CTO). Reservation request for airline, rental car and lodging may be forwarded to [norfolkcto@satotravel.com](mailto:norfolkcto@satotravel.com). An itinerary will be provided to the traveler by CTO. For additional information, the traveler or departmental travel coordinator may call the CTO at Dam Neck (422-1372) or Norfolk (440-0621).

b. A travel order is not required to make a reservation. The TEMADD Clerk shall fax a copy of the original travel orders to the Transportation Officer at the Customer Service Desk, Dam Neck (for travelers from NAS Oceana and Dam Neck Annex) for

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verification and approval for issuance of Electronic Tickets (E-Tickets). The CTO will forward the official itinerary by E-Mail to the traveler upon approval.

c. A commercial airline ticket must be obtained from the CTO at the destination activity if the member traveled by government air from place of origin to the destination and requires commercial air for the return trip. Commercial transportation must be arranged thru the local CTO before departure if it is known that the return trip will be by commercial air.

d. Cost of airline tickets and rental vehicles will not be reimbursed if arrangements for these services are made from an agency not under government contract.

e. For assistance with airline reservations when there is no Personnel Support Detachment or Navy Passenger Transportation Office (NAVPTO), call Navy Help Desk at 1-800-359-9999.

f. Travelers attending a conference, symposium or training in a hotel for which a block of rooms has been reserved must inform the CTO about the lodging arrangement.

g. If government quarters are available, the reservation will be booked appropriately with the confirmation number provided electronically on the traveler's itinerary. If government quarters are not available, CTO will then arrange for commercial lodging.

h. If government quarters are available at the TEMADD site but utilization would adversely affect the mission of the traveler, a memorandum or statement of the "adverse effect" shall be attached to the request. Otherwise, the traveler shall be required to utilize these facilities when they are available.

i. When a member is directed to perform TEMADD outside the United States, the requesting department shall submit a Passenger Reservation Request (PRR) to the NAVPTO. Complete PSA NORVA GEN 4650/1 (Passenger Reservation Request) and fax it to 444-0874 or call 445-4949.

6. Privately Owned Conveyance (POC)/Privately Owned Vehicle (POV)

a. Use of POC shall not be directed as a means of transportation. POC travel will be authorized only if it is acceptable to the member and is advantageous to the government.

b. Travel by POC, POV and mileage in and around TEMADD area shall be authorized on enclosure (1). Distances from point of origin (Permanent Duty Station (PDS)) to destination shall be

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based on the Defense Table of Official Distances. Reimbursement of mileage cost is limited to the cost of commercial air transportation when mileage is greater than the cost of air travel, except when the use of POC/POV is advantageous to the government.

c. When ordered to commute daily between permanent quarters and a TEMADD station, and government or commercial transportation is not available or practicable, travel by POV may be authorized at the standard rate based on odometer readings. Claims should be made on Standard Form 1164 (Claims for Reimbursement for Expenditures on Official Business). Allowed payable mileage is the difference between the commuting distance from residence to work and residence to TEMADD area. If the distance from permanent quarters to the TEMADD area is closer than the PDS, no mileage allowance will be authorized.

d. When more than one person is assigned TEMADD to the same location on the same date, joint travel (car pool) shall be utilized when POV is authorized. The designated driver shall be reimbursed for mileage.

e. If government transportation is available, a traveler that elects to travel by POV or POC ordinarily will not be reimbursed.

## 7. Messing

a. Government messing shall be used whenever available. However, if government messing is available at the TEMADD site but utilization would adversely affect the mission of the traveler, a memorandum or statement of the "adverse effect" must be attached to the request. Otherwise, the traveler shall be required to utilize these facilities when they are available.

b. The Meal and Incidental Expense (M&IE) for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last temporary duty location or stopover point.

### c. Meal Rates

(1) Commercial Meal Rate. The meal rate for the TEMADD location.

(2) Proportional Meal Rate. The average of the standard government meal rate and meal portion of the M&IE rate for the TEMADD location. This applies when at least one meal is available at a government dining facility.

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(3) Government Meal Rate. The daily rate (discount or standard) charged for meals in a government dining facility.

d. The meal rate established cannot be reduced after the fact except for a free meal purchased by the government through some means such as registration/conference fee.

8. Actual Expense Allowance (AEA). When a member is anticipating travel and knows that the cost of lodging is more than what is allowed by reference (a), every effort must be made to obtain lodging that will meet the limitation of reference (a). If there is no other alternative but to occupy expensive lodging, request for AEA authorization must be submitted and approved before travel commences. Data to be included in the request is outlined in paragraph U4230 of reference (a). The Commanding Officer has the sole authority for approving AEA and it cannot be delegated.

9. Military Tuition, Conference and Registration Fee

a. Accounting data for military tuition will be provided upon approval of the DD Form 1556.

b. If payment is required in advance of the training date, the attendee who is a cardholder may use the GTCC for payment. A receipt must be obtained and is required when filing the travel claim. However, if the fee is required in advance and using the travel card will result in delinquency, arrangement must be made with the TEMADD Clerk to use the Government Commercial Purchase Card.

c. Meals that are included with the conference fee shall be declared when filing the travel claim. The amount of the meals will be deducted from the M&IE entitlement.

d. Arrangements for training that will be held locally and require payments for the instructor and materials shall be made only after the request is approved by the department head. Training conducted without prior approval is unauthorized.

10. Travel Time

a. When travel by POC/POV is used but not authorized as advantageous to the government, travel is limited to one day. Excess travel time shall be charged as leave. No travel time is allowed for members who reside within a reasonable commuting distance (50 miles) of their TEMADD assignment. Additionally, personnel shall not be directed to commence travel between the hours of 0001 and 0600.

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11. Leave

a. Delay to count as leave may be authorized on a case-by-case basis provided no excess leave or additional cost to the government is involved. Leave may be taken before or after reporting to the TEMADD site. Travelers shall possess an approved NAVCOMPT Form 3065 (Leave Request/Authorization) if leave is taken.

b. The number of days authorized shall be recorded in Block 20 of the TEMADD orders.

12. Advance Travel Pay

a. All travelers are authorized to possess a GTCC except those exempt per reference (b).

b. Advance travel pay for cardholders may be collected from Automated Teller Machines and is limited to the amount specified on the orders. Advance travel pay is authorized for travel related expenses that cannot be charged to the GTCC.

c. When a TEMADD destination has restrictions on the use of the GTCC, it must be noted on the travel orders. The traveler may then request advance travel pay from Personnel Support Activity Detachment (PSD) Oceana.

d. For non-card holders, when advance travel pay is desired, the original copy of TEMADD orders must be forwarded to the Travel Section of PSD Oceana. Advance travel pay is limited to 80 percent of the maximum per diem rate and 100 percent of other known cash expenses (i.e., rental car, taxi fares, conference fees, etc). Payment is deposited in the checking or savings account of the traveler's financial institution by Electronic Fund Transfer.

13. Personnel Augmentation for Special Missions. Higher authority, at times, tasks NAS Oceana to provide personnel to augment special mission requirements. Normally, the length of time for this type of TEMADD is 90 to 179 days. It is the cognizant department's responsibility to ensure that individuals nominated for this type of duty are qualified, have the required security clearance and are physically fit for the special duty that is to be performed.

14. Approving Authority for Travel Orders

a. No cost orders for officers and enlisted personnel shall be prepared at the department level and signed by the cognizant department head "By direction" of the Commanding Officer.

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b. No cost orders for Special Assistants and department heads shall be signed "By direction" by the Executive Officer.

c. The Administrative Officer or Assistant shall sign cost TEMADD orders for officer and enlisted personnel "By direction" after TEMADD requests have been approved.

15. Travel Claims

a. It is the responsibility of the person traveling under official government orders to prepare and submit a travel claim within five calendar days after completion of travel. Submit travel claims to NAS Oceana's TEMADD Office. By filing travel claims in a timely manner, travelers will have the necessary cash to pay credit card statements on time.

(1) Airline itineraries and endorsements for car rental shall be attached to the travel claim.

(2) Cardholders shall designate an amount, a portion or full amount charged to the GTCC, to be disbursed directly to the travel charge card contractor.

b. For non-card holders who received advance travel pay, failure to file a claim will result in deduction of the amount from the individual's pay. Advance travel pay received from PSDs other than PSD Oceana shall be documented and reported when filing a travel claim to avoid overpayment.

16. Forms. NAS Oceana Form 1320/4 (10/04) is available in the Administrative Department's TEMADD Office. DD Form 1556, Standard Form 1164, NAVCOMPT Form 3065 and DD Forms 1351-2 and 1351-2C are available at Touch and Go. NCPC 12410/63 (6/79) may be requisitioned through the Navy Supply System.



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Distribution:  
NASOCEANAINST 5216.1X  
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## NAS Oceana Form 1320/4 (10/04)

From: \_\_\_\_\_ Department  
 To: Executive Officer, NAS Oceana

Subj: REQUEST FOR TEMPORARY ADDITIONAL DUTY (TEMADD)

- | 1. Traveler(s) Name(s) | Rank/<br>Rate | SSN   | Card Holder<br>(Yes) (No) | JON*  |
|------------------------|---------------|-------|---------------------------|-------|
| _____                  | _____         | _____ | _____                     | _____ |
| _____                  | _____         | _____ | _____                     | _____ |
| _____                  | _____         | _____ | _____                     | _____ |
2. Destination (Military Base, City/state): \_\_\_\_\_
3. Purpose of TEMADD: \_\_\_\_\_
4. Reference: \_\_\_\_\_  
 (CO's verbal authority, Message/Letter of Authorization)
5. Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_
6. Mode of transportation: ( ) GOVAIR ( ) COMLAIR ( ) POV ( ) Rental Car/Vehicle
7. If traveling by POV, is mileage authorized at TEMADD area? ( ) Yes ( ) No
8. Rental vehicle: ( ) Compact ( ) Intermediate ( ) Std/Full Size ( ) Other (Specify) \_\_\_\_\_
9. Is government quarters available at TEMADD site? ( ) Yes ( ) No. If yes, provide the daily rate. \$ \_\_\_\_\_
10. Is government messing for enlisted personnel available at TEMADD site? ( ) Yes ( ) No
11. Meals authorized: ( ) Government Meal Rate (GMR) ( ) Proportional Meal Rate (PMR) ( ) Commercial Meal Rate (CMR)
12. Tuition, registration, symposium or conference fee: \$ \_\_\_\_\_
13. Is there a requirement for access to classified information at TEMADD area? ( ) Yes ( ) No
14. If leave is to be taken prior to reporting to TEMADD station or after completion of TEMADD, provide starting date: \_\_\_\_\_ and ending date: \_\_\_\_\_
15. The funds for this travel are from ( ) NASO ( ) Reimbursable ( ) Non-activity funds/Direct Cite. For non-activity funds/Direct Cite, attach copy of correspondence/message from funding activity.
16. Department travel/training budget balance: \$ \_\_\_\_\_

ESTIMATED COST: Transportation: \$ \_\_\_\_\_ Per Diem: \$ \_\_\_\_\_ Misc Expense: \$ \_\_\_\_\_  
 Total: \$ \_\_\_\_\_ Auth Advance: \$ \_\_\_\_\_

( ) Approved ( ) Disapproved

\_\_\_\_\_  
 (Signature of Division LCPO)

\_\_\_\_\_  
 (Signature of Division Officer)

( ) Approved ( ) Disapproved

\_\_\_\_\_  
 (Signature of Department Head/OIC)

\*Job Order Number that applies to the member's travel per Enclosure (2) of the instruction.

#### PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 United States Code 301, Department Regulations. The principal purpose of the information is to enable you to make known your desire for special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory, failure to provide required information may result in delay in response to or disapprove your request.

Enclosure (1)



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**AIR OPERATIONS AIR FIELD OPERATIONS JOB ORDER NUMBER (JON)**

<u>Sub Function</u>	<u>CAC Title</u>	<u>Job Order Description</u>	<u>JON</u>
Admin & Station Aircraft Operations	Special Events	TVL – Special Events	AAT01
Admin & Station Aircraft Operations	Airfield Administration	TVL – Airfield Administration	AAT02
Admin & Station Aircraft Operations	Station Aircraft	TVL – Station Aircraft	AAT03
AT Control	Aircraft Traffic Control	TVL – Aircraft Traffic Control	AAT04
Ground Electronics	METOC/Weather System	TVL – METOC/Weather System	AAT05
Ground Electronics	Communications System	TVL – Communications System	AAT06
Ground Electronics	Ancillary Support System	TVL – Ancillary Support System	AAT07
Ground Electronics	Enroute Navy Aid Systems	TVL – Enroute Navy Aid Systems	AAT08
Ground Electronics	Precision Approach Systems	TVL – Precision Approach Systems	AAT09
Ground Electronics	Non-Precision Approach Sys	TVL – Non-Precision Approach Sys	AAT10
Airfield Facilities	Runway & Ramp Lighting	TVL – Runway & Ramp Lighting	AAT11
Airfield Facilities	Fleet & Project Liaison	TVL – Fleet & Project Liaison	AAT12
Airfield Facilities	FOD Prevention	TVL – FOD Prevention	AAT13
Airfield Facilities	BASH	TVL – BASH	AAT14
Airfield Facilities	Aircraft Salvage	TVL – Aircraft Salvage	AAT15
Airfield Facilities	Aircraft Arresting Gear	TVL – Aircraft Arresting Gear	AAT16
Airfield Facilities	Aviation GSE	TVL – Aviation GSE	AAT17
Airfield Facilities	Optical Landing Systems	TVL – Optical Landing Systems	AAT18
Auxiliary Airfield Support	Administration	TVL – Administration	AAT19
Auxiliary Airfield Support	Operations	TVL – Operations	AAT20
Auxiliary Airfield Support	Miscellaneous Services	TVL – Miscellaneous Services	AAT21
Passenger Terminal & Cargo Handling	Passenger Terminal & Cargo Handling	TVL – Passenger Terminal & Cargo Handling	AAT22

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**INSTALLATION COMMANDER – ADMINISTRATIVE PROGRAM JOB ORDER NUMBER**

<u>Sub-Function</u>	<u>Job Order Description</u>	<u>JON</u>
Command Management	TVL – Executive Offices	CAT01
Command Management	TVL – 1 <sup>st</sup> LT/Self Help	CAT02
Command Management	TVL – Drug Abuse Education Program	CAT03
Command Management	TVL – Military EO Support	CAT04
Command Management	TVL – Other Special Assistants	CAT05
Administrative Program	TVL – Other Administrative Services	CCT01
Administrative Program	TVL – Military Personnel Administration	CCT02